



Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-51

Date: April 28, 1999

3 FAH-1 H-2610 UNASSIGNED; 3 FAH-1 H-2620 SKILL CODE CHANGE PROCEDURES: SPECIALIST AND GENERALIST, and 3 FAH-1 H-2630 UNASSIGNED

MAJOR CHANGES

1. Sections H-2623.3, H-2625.2-2, H-2626, and H-2627.2-2 have been revised.
2. Typographical and grammatical errors have been corrected throughout this subchapter.
3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old subchapter 3 FAH-1 H-2620 including all exhibits, (issued under TL:POH-23, dated 10-7-96; 28 pages total), and replace it with the attached revised subchapter 3 FAH-1 H-2620 along with the Exhibit H-2623.3 (26 pages total).
2. Insert the 3 FAH-1 H-2610 (Unassigned Page) before and 3 FAH-1 H-2630 and H-2640 (Unassigned Page) after the new H-2620 subchapter in the *Personnel Operations Handbook* (2 pages total).
3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:POH-51, and initial.

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3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 3 FAM Volume Coordinator, who may be reached at 703-516-1837 or the office indicated at the end of this transmittal letter.

(PER/ER)